



Records Management Committee
Public Records Board - Minutes
Tuesday, July 19, 2016; 1:00 – 3:30 PM
Legislative Audit Bureau Conference Room

Committee Members Present: Paul Ferguson, Helmut Knies, Anne Sappenfield

1) Call to order: 1:01 PM.

2) Approval of April 19, 2016 Minutes:

The minutes from April 19, 2016 were approved as submitted by consensus.

3) Review of Records Retention Disposition Authorizations (RDAs) on Third Quarter 2016 Public Records Board Record Series (PRB) Index:

There was discussion on the RDA submissions from both state agencies and local governments. Some will be sent back to the submitting party with guidance and suggestions from committee members regarding clarifications or amendments.

There was significant discussion on a RDA submission regarding training recordings from the Department of Corrections. The Committee members were concerned about the clarity of the description and suggested options. The Committee recognized the hard work and effort put forth by the workgroup from the Department of Public Instruction on the Public Library GRS renewal submission.

4) General Record Schedule (GRS) Updates: Linda Barth noted that the subject matter experts requested that work on the Fiscal and Accounting GRS be tabled until September because they are working on the fiscal year end processes at this time.

5) Other Business: None.

Meeting adjourned at 2:53 PM.
Next meeting: October 11, 2016.